

A Newsletter for Fleet Emissions Inspection Facilities and Inspectors

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VEI Web site: www.carcare.azdeq.gov

Performing Internal Audits

The department encourages internal or "self" audits to promote fleet emissions inspection station compliance. Non-compliance takes valuable time and resources from the fleet and VEI to document and to correct compliance errors. It is preferred that the fleet govern itself through internal auditing.

At the conclusion of a fleet station audit by VEI staff, the fleet agent will be given a copy of the checklist used during the audit. Fleet agents can use the checklist to guide them through a self audit. Following are some tips to avoid common violations. Spot check your inspectors. All fleet inspectors should complete the certificate and fleet vehicle inspection report/monthly summary at the time the inspection is performed. Failure to perform required inspections is not uncommon among both government entities and motor vehicle dealers. The absence of an emissions compliance document will delay title and registration processing, and presents a poor public image. Remember that the fleet permit is for the inspection of vehicles owned or leased by the fleet; a vehicle that has been sold and delivered to a retail purchaser must be inspected at a state station. Permits and inspector licenses should be displayed for easy reference. An inspector whose license has expired or a fleet agent whose certification has expired can't inspect vehicles or operate as a fleet station. All inspection equipment should be on-site and calibrated according to manufacturers recommendation; exhaust analyzer and opacity meter calibration checks should be recorded on the log.

Following the checklist on a monthly basis will help the fleet agent be aware of errors and potential violations. Staying on top of fleet operations can save time and money over the long term.

Role of the Fleet Agent

To many of you, this is "old hat", but several fleets have appointed an inappropriate agent because of a lack of understanding of the agents role in the fleet operation.

The fleet owner is responsible for the operation of the fleet. For small fleets where the owner is intimately involved, he may be his own agent. For most fleets, however, the owner is not deeply involved in day-to-day operations. The owner must appoint a representative who is.

The agent's role is oversight. As noted in the previous article, the fleet agent's duties include verifying that the inspector has properly performed inspections and timely completed the paperwork. The agent is responsible to order certificates of inspection, and to see that they are securely stored, distributed as needed and accounted for. It is the agent's role to be the operations manager for fleet activity.

The fleet agent is the contact person for the VEI auditor. The agent should be able to demonstrate that the fleet is being lawfully operated; permits and licenses in place and inspections appropriately performed.

The fleet agent represents the fleet owner. He must share the owner's responsibility for the operation of the permitted fleet. Remember, once the fleet owner appoints an agent, the fleet agent becomes the legal representative of the owner in matters relating to the fleet vehicle inspection program. The agent is the authorized purchaser of certificates. The agent represents the owner to the department in licensing or permitting issues. The fleet agent may be called upon to represent the fleet in compliance matters; such as ensuring that the fleet does not inspect vehicles when an inspector's license is expired.

A new Resource

Periodically, fleets must take a vehicle to the test station. Customers want information and direction. We have developed a web page specifically as a quick source of information about emissions testing. www.myAZcar.com

provides information on fees, locations, wait times, etc. It is always current and it isn't necessary to wade through the main ADEQ web site to find the necessary info. No computer access? Call 1-877-MyAZCar.

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Pictured from left to right: Don Bauer, Angelina Tautimer, John Gibbons and Christine Park. Not pictured Alex Studham.

Who is “Fleets in Review”

After three issues of “Fleets in Review”, perhaps it is time to share a little about the staff that produces this quarterly newsletter. “Fleets in Review” is a production of the fleet training division of ADEQ’s Vehicle Emissions Program. Trainers *Alex Studham* and *Angelina Tautimer* are familiar to most “Fleets” readers. They conduct the certification classes that fleet inspectors and agents take annually. *John Gibbons* is the manager of Inspections and Compliance, which includes the training division. *Christine Park* staffs the certification desk. These are the members of the production team along with newsletter editor *Don Bauer*. “Fleets in Review” is intended to be a resource for all fleet personnel, providing brief but important information to fleet owners and operators and their staff. Your input is encouraged; call:

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From the staff of
“Fleets in Review”
and all of VEI, we wish you a
wonderful holiday season!